

Guidance for School Wellness Policy Triennial Assessment

The U.S. Department of Agriculture's (USDA) [Final Rule: Local School Wellness Policy Implementation Under the HHSFKA of 2010](#) requires that each local educational agency (LEA) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) must complete an assessment of their local school wellness policy (LSWP) at least once every three years. This document assists LEAs with meeting the USDA's triennial assessment requirements.



A LSWP is a written document of official policies that guide a LEA's efforts to establish a school environment that promotes students' health, well-being, and ability to learn by supporting healthy eating and physical activity. The LSWP requirement was established by the Child Nutrition and WIC Reauthorization Act of 2004 ([Public Law 108-265](#)), and further strengthened by the [Healthy, Hunger-Free Kids Act of 2010](#). These laws require LEAs participating in the NSLP and SBP to develop and implement a LSWP. The responsibility for LSWP development is at the local level to allow each school district and institution to address their unique needs.

Assessment Requirements

The USDA's [Final Rule: Local School Wellness Policy Implementation Under the HHSFKA of 2010](#) requires LEAs to complete an assessment of their LSWP at least once every three years. LEAs must complete the first LSWP assessment by **June 30, 2021**. The LEA's assessment must:

- measure the extent to which the LEA complies with the LSWP;
- describe how the language in the LEA's LSWP compares to the model wellness policy (WellSAT 3.0); and
- describe the LEA's progress toward meeting their LSWP goals.

LEAs must make the triennial assessment results available to the public. The Connecticut State Department of Education (CSDE) will review this documentation during the next LEA's Administrative Review. For additional guidance, visit the CSDE's [Administrative Review for School Nutrition Programs](#) webpage.

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Required Steps and Resources

Table 1 summarizes the steps for completing the triennial assessment process. The required resources are available in the “[Monitoring and Evaluation](#)” section of the CSDE’s School Wellness Policies webpage. These include:

- District’s LSWP and associated local procedures and regulations
- Wellness School Assessment Tool (WellSAT 3.0): www.wellsat.org
- Wellness School Assessment Tool Interview
- Worksheet 1: Written Policy Scores from WellSAT 3.0
- Worksheet 2: Interview Practice Scores from WellSAT-I
- Worksheet 3: Identify Connections between Policy and Practice
- Worksheet 4: Summary of Findings

Table 1. Steps for LSWP triennial assessment

Step 1 Complete the WellSAT 3.0 (page 3)

- Compare LSWP to a model policy.
- Assess compliance of LSWP with federal requirements.



Step 2 Complete the WellSAT-I (page 4)

- Assess compliance of district practices with federal requirements.
- Assess compliance with written LSWP.



Step 3 Identify Connections between Policy and Practice (page 5)

- Compare your written policy to your district’s wellness practices



Step 4 Summarize and Share Findings (page 6)

- Create summaries of district LSWP assessment.
- Share LSWP assessment with the public.
- Retain all worksheets for your next Administrative Review.

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Step 1 Complete the WellSAT 3.0

- Assess compliance of LSWP with federal requirements.
- Compare your district's LSWP to a model policy.

Time Needed

- 1-2 hours depending on the policy's length and complexity

Staff Needed

- Chair and members of the district wellness committee (contact the superintendent's office for a list of wellness committee members)

Materials Needed

- District's LSWP and associated local procedures/regulations
- The WellSAT 3.0
 - Online version: [WellSAT 3.0 tool](#)
 - Print version: Complete the WellSAT 3.0 using the [WELLSAT 3.0 PDF version](#) and [Worksheet 1: Written Policy Scores from WellSAT 3.0](#).

Part A: Complete the WellSAT 3.0

Print the **district's LSWP and associated local procedures/regulations**. If the district works with the Connecticut Association for Boards of Education (CABE), CABE can help identify the district wellness policy. Most districts post their policies on their website. For tips on how to find your policy, review the “How to Find Your Policy” video at www.wellsat.org (under “About the WellSAT”) or at <https://youtu.be/HJZXSltE5SU>.

Use the **WellSAT 3.0 tool** to assess the strength and comprehensiveness of your district's policy compared to best practices. The tool can be completed online at www.wellsat.org. Print out and save your scorecard. It will look like the image to the right. Alternatively, PDF versions of these tools are available at www.wellsat.org.

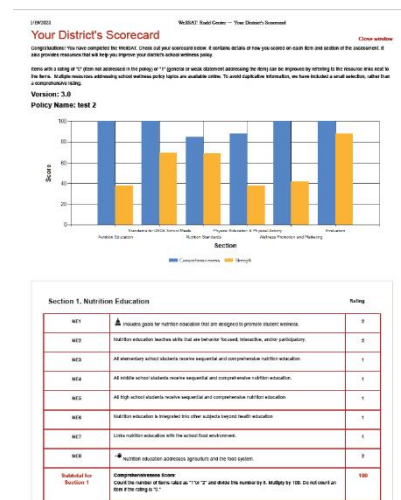


Image of a WellSAT 3.0 scorecard

Part B: Check Written Policy for Compliance with Federal Requirements

Check your scorecard for the federal requirements (indicated by the Capitol building icon 🏛️). Highlight any items missing from your written policy (i.e., score of “0”).

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Step 2 Complete the WellSAT-I

- Assess compliance of districts practices with federal requirements.
- Assess compliance with written LSWP and best practices.

Time Needed

- 3-4 hours depending on the number of people interviewed



Staff Needed

- District wellness committee members as interviewers
- Interviewees: Food service director; district-level official; head of curriculum; health/nutrition education teacher; school principal, physical education teacher; classroom teacher


Materials Needed

- [WellSAT-I tool](http://www.wellsat.org) (available under “Using Your Scores” at www.wellsat.org).
- Worksheet 2 Scorecard for the WellSAT-I

Part A: Complete the WellSAT-I

1. Print out the WellSAT-I tool and Worksheet 2 Scorecard for the WellSAT-I. Determine who is best suited to answer each question in your district.
 - **All federally required practices** are noted with a Capitol building icon .
 - **Items with a school icon**  are typically answered at the school level.
 - **All other items:** Answer at either the district or school level, based on your district’s structure.
2. Complete the **WellSAT-I tool**, interviewing the relevant personnel for each item.
 - Record your interview scores on the Worksheet 2 Scorecard for WellSAT-I.

Part B: Check Whether Practices Comply with Federal Requirements and your policy

1. Check your scorecard for the federal requirements (indicated by the Capitol building icon ). Highlight any practices that are not currently in place (i.e., score of “0”).
2. Put your WellSAT 3.0 and WellSAT-I scorecards side by side. Highlight any practices that are written into your policy (i.e., score of 1 or 2), but are not in place in practice (i.e., score of 0).

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Step 3 Identify Connections between Policy and Practice

- Compare your written policy to your district's wellness practices

Time Needed

- 1-2 hours

Staff Needed

- District wellness committee members

Materials Needed

- Completed Worksheet 1: Written Policy Scores from WellSAT 3.0
- Completed Worksheet 2: Interview Practice Scores from WellSAT-I
- Worksheet 3: Identifying Connections between Policy and Practice

Compare your WellSAT 3.0 and WellSAT-I Scores

Print out the WellSAT-I tool and Worksheet 2 Scorecard for the WellSAT-I. With the two scoresheets side by side, go through each section and identify:



- All items that received a **written policy score of 2 and an interview practice score of 2**. These are your district's **Strong Policies and Aligned Practices**. List items in this section on Worksheet 2, starting with those that are federally required.



- All items that received a **written policy score of 1 or 2 and an interview practice score of 0 or 1**. These are items where you need to **Create Practice Implementation Plans**. List items in this section on Worksheet 2, starting with those that are federally required.



- All items that received a **written policy score of 0 or 1 and an interview practice score of 2**. These items are where your district should **Update Policies**. List items in this section on Worksheet 2, starting with those that are federally required.



- All items that received a **written policy score of 0 or 1 and an interview practice score of 0 or 1**. These items represent **Opportunities for Growth**. List items in this section on Worksheet 2, starting with those that are federally required.

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Step 4 Summarize and Share Your Findings

- Create summaries of district LSWP assessment.
- Share LSWP assessment with the public.
- Retain all worksheets for your next Administrative Review.

Time Needed

- 1-2 hours

Staff Needed

- District wellness committee members

Materials Needed

- Completed Worksheet 3: Identifying Connections between Policy and Practice
- Worksheet 4: Summary of Findings

Writing Narratives to Accompany Your Scoresheets

- Use Worksheet 4 to write narratives to share the findings from each section of **Worksheet 3: Identifying Connections between Policy and Practice**.

Materials to Share

- Post your completed **WellSAT 3.0 scorecard** to document that you have compared your policy to a model policy. Use either Worksheet 1: Written Policy Scores from WellSAT 3.0 or the scorecard generated by the WellSAT 3.0 website.
- Post **Worksheet 3: Section 1 (Strong Policies and Aligned Practices)** to document your district's areas of strength **along with the narrative created in Worksheet 4**.
- Post **Worksheet 3: Section 2 (Create Practice Implementation Plans)** to document topics where your district is not compliant with elements of your LWLP **along with the narrative created in Worksheet 4** to describe how the district will improve compliance.
- If there are federal requirements in Worksheet 3: Section 3 (Update Policies), **post the narrative created in Worksheet 4** to describe how the district will update its policy to include all federally required items. You may add plans for additional policy updates if desired.

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- If there are federal requirements in Worksheet 3: Section 4 (Opportunities for Growth), **post the narrative created in Worksheet 4** to describe how the district will update its policy and practices to include all federally required items. You may add information about the LEA's future wellness goals here.

Retain all materials from this assessment for a minimum of five years. The district's wellness committee can use these materials when revising the LSWP. LEAs must make all materials available during the next Administrative Review.



Congratulations!

You have completed all steps of the triennial review.



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For information on the USDA's LSWP requirements, visit the Connecticut State Department of Education's (CSDE) [School Wellness Policies](#) website and the Rudd Center's [WELLSAT](#) website, or contact the [school nutrition programs staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/SWP/Guidance_School_Wellness_Policy_Triennial_Assessment.pdf.



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Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
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- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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